



Resources List

(Appendix IV)

STANDARDS AND REGULATIONS

Americans with Disabilities Act and Child Care

<http://www.usdoj.gov/crt/ada/childq%26a.htm>

This site provides a list of frequently asked questions with regard to the application of the ADA to child care centers. The list was compiled by the Department of Justice.

Section 504 of the Rehabilitation Act

<http://www.hhs.gov/ocr/504.html>

This fact sheet is from the website of the U.S. Department of Health and Human Services' Office of Civil Rights. It describes the role of Section 504 of the Rehabilitation Act of 1973 in protecting qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations (including Head Start grantees) that receive financial assistance from the U.S. Department of Health and Human Services (DHHS).

Head Start Program Performance Standards

<http://www.acf.hhs.gov/programs/hsb/performance/index.htm>

The Head Start Regulations, Title 45 of the Code of Federal Regulations, Parts 1301 through 1311, state the required operating procedures and services that Head Start programs are to provide to the children and families they serve. Program Guidance for Parts 1304 and 1308 is included.

Information Memoranda (IMs) and Program Instructions (PIs)

http://www.headstartinfo.org/publications/im_cont.htm

These documents are provided by year of issue on the Head Start Information and Publication Center Web site. Some IMs and PIs that might be helpful during reviews include the following (see Web site for complete listing):

Services to Pregnant Women Participating in Early Head Start

http://www.headstartinfo.org/publications/im02/im02_04.htm

Final Rule on Head Start Transportation

http://www.headstartinfo.org/publications/im01/im01_01.htm

Services to Families with Limited English Proficiency

http://www.headstartinfo.org/publications/im01/im01_02.htm

Financial Management Issues in Head Start Programs Utilizing Other Sources of Funding

http://www.headstartinfo.org/publications/im01/im01_06.htm

Head Start Family Worker Training and Credentialing

http://www.headstartinfo.org/publications/im01/im01_08.htm

Applicability of the Fair Labor Standards Act to Head Start and EHS Grantees

http://www.headstartinfo.org/publications/im01/pi01_01.htm

Child Development Services During Home Visits and Socializations in the Early Head Start Home-Based Program Option

http://www.headstartinfo.org/publications/im00/im00_22.htm

Final Rule on Purchase of Head Start Facilities and Proposed Rule for Construction and Renovation of Head Start Facilities

http://www.headstartinfo.org/publications/im99/im99_01.htm

Guidance on the Interpretation of Federal Public Benefit

http://www.headstartinfo.org/publications/im98/im98_12.htm

National Highway Safety Traffic Administration (NHSTA) Bus Safety

<http://www.nhtsa.dot.gov/portal/site/nhtsa/menuitem.e712547f8daccabbbf30811060008a0c/>

This site provides updates from the NHSTA on regulations regarding drivers, vehicle operation, and occupant safety for buses.

State Child Care Profiles and Licensing Regulations

<http://www.nccic.org/statedata/statepro/index.html>

The U.S. map at this site provides links to profiles for each state. Each state profile includes demographic information about child care, as well as contact information for different state agencies, including licensing and regulatory agencies, involved in child care.

45 CFR 74 - Uniform Grants Administration Regulations

http://www.access.gpo.gov/nara/cfr/waisidx_99/45cfr74_99.html

This site provides uniform administrative requirements for awards and subawards to institutions of higher education, hospitals, other nonprofit organizations, and commercial organizations; and certain grants and agreements with States, local governments, and Indian tribal governments.

45 CFR 92 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
http://www.access.gpo.gov/nara/cfr/waisidx_99/45cfr92_99.html

REVIEW-RELATED FORMS AND INFORMATION

Head Start Reviews Website

<http://www.headstartreviews.com/>

From this page, team leaders and reviewers have access to the following forms, documents, and links, via Danya International Inc., the monitoring support contractor:

Reviewer Code of Conduct

http://www.headstartreviews.com/docs/CodeofConduct_Nov2002r3.pdf

Travel Expense Form

<http://www.headstartreviews.com/docs/TER.pdf>

Certificate of Performance

<http://www.headstartreviews.com/docs/cop.pdf>

Mileage Log

<http://www.headstartreviews.com/docs/MileageLog.pdf>

Policy Updates Affecting Head Start Reviewers

<http://www.headstartreviews.com/policies.asp>

Frequently Asked Questions about Head Start Reviews

<http://www.headstartreviews.com/faqs.asp>

Monitoring Toolkit

<http://www.headstartreviews.com/mt.asp>

Disabilities Toolkit

<http://www.headstartreviews.com/dt.asp>

Early Head Start Toolkit

<http://www.headstartreviews.com/et.asp>

Team Leader Web site

<http://www.headstartreviews.com/>

This URL also provides access to the password-protected Team Leader Web site. Click on FTL home and enter your ID and Password. Then, click on the PRISM Training and Support Contract to enter the PRISM Home Page. From the PRISM Home Page, you have access to PRISM training materials, manuals, minutes from National Monitoring Workgroup conference calls, and Head Start Monitoring reports.

Also, from the password-secure portion of the Team Leader Web site (<http://www.headstartreviews.com>, you can click on the Monitoring Support Contract link to access the Regional Office/FTL Main Page provided by Danya, Inc., (also, see above at Head Start Reviews). This page provides links to Head Start Review Tracking System data, the Grantee Profile, the Review Team Request Form, Incident Report Form, and other reports, forms, and instructions.

Fiscal Assistant

<http://www.acf.hhs.gov/programs/hsb/hsfa/>

The Fiscal Assistant Web site provides authoritative information for Head Start managers and fiscal staff. Browse the site by fiscal topic. The site includes plain-language narratives that explain Head Start fiscal requirements, audit considerations, and related information, as well as answers to Frequently Asked Questions (FAQs).

The site also features a Fiscal Assistant Library. Items in the Library include the Head Start Act, Office of Management and Budget circulars, Department of Health and Human Services regulations, Information Memoranda, Program Instructions, Departmental Appeals Board Decisions and more. The Fiscal Assistant Search Engine allows users to locate Library documents containing specific words, phrases, and regulation citations.

The Head Start Information and Publication Center

<http://www.headstartinfo.org/infocenter/infocenter.htm>

In addition to IMs and PIs, this Web site provides links to other useful documents, including program toolkits, a Federal Register Alert Archive, and an online request form to query their Information Services team. For instance, Early Head Start tipsheets can be found at http://www.headstartinfo.org/infocenter/ehs_tipsheet/

Early Head Start National Resource Center Information Resources

<http://www.ehsnrc.org/InformationResources/Index.htm>

The information at this site includes print and video materials, research abstracts, and links to related Early Head Start World Wide Web resources. The material is organized according to the framework of the Head Start Program Performance Standards.

SOFTWARE**PRISM Head Start Monitoring Tracking System**

<http://www.headstartreviews.com>

This site provides access to the PRISM Software that assists team leaders and Head Start reviewers in organizing and recording their findings during reviews. Reviewers use PRISM to generate reports that summarize findings. PRISM Software includes the text of the Performance Standards and allows users to search the standards by keyword. The Lewin Group provides technical support for reviewers and can be reached through their technical support hotline at 1-800-518-1932 or via e-mail at PRISMhelpdesk@lewin.com.

Grant Application Budget Instrument

<http://www.acfgabi.com>

The Grant Application Budget Instrument (GABI) is a software application designed to simplify and expedite the grant application process.

OTHER USEFUL INFORMATION

General Accounting Office, **Head Start: Comprehensive Approach to Identifying and Addressing Risks Could Help Prevent Grantee Financial Management Weaknesses**, April 2005 (GAO-05-473T).

<http://www.gao.gov/new.items/d05473t.pdf>

General Accounting Office, **Standards for Internal Control in the Federal Government**, November 1999 (GAO/AIMD-00-21.3.1)

<http://www.gao.gov/special.pubs/ai00021p.pdf>

Committee of Sponsoring Organizations of the Treadway Commission, **Internal Control -- Integrated Framework** (July 1994).

Committee of Sponsoring Organizations of the Treadway Commission “Enterprise Risk Management - Integrated Framework” (September 2004).